

REQUEST FOR PROPOSAL (RFP)
For
Compensation Study and Analysis

This RFP is also available on our website: <https://boonecounty.in.gov/services/rfps/>

PURPOSE

Boone County is seeking proposals from qualified consultants to conduct a comprehensive classification and compensation study and analysis to address recruiting, retention, and total compensation.

OVERVIEW

Boone County has 380 employees; 243 employees that are offered insurance. The study will be managed by the Compensation Committee.

BACKGROUND

The County's pay structure was last updated in 2018 with no revisions since then. The County currently uses the Factor Evaluation System to determine the pay for positions.

SCOPE OF WORK

Boone County seeks proposals from consultants experienced in compensation structure, analysis, and comparison to assist Boone County in reviewing and evaluating our compensation practices.

The scope of work will include, but is not limited to, a process that includes the following:

- Meet with the County to review/discuss and finalize needs assessment and project goals, process, schedule, and other administrative duties.
- Review and analyze existing pay philosophy and job descriptions. Make recommendations for updates and/or changes to existing policies, practices, and other information.
- Develop, design, and recommend a compensation philosophy supported by elected officials and department heads which aligns with the County's strategic plan, operations, competitive outlook, and compliments our vision to be the employer of choice.
- Conduct a comprehensive analysis of the current compensation program and make recommendations for improvement and suggest plans to address issues including but not limited to: target comparison market, internal equity assessment, competitive salary analysis, index or standards for the cost of living comparison, longevity pay, and pay for performance.
- Conduct a total compensation comparison that reviews key benefit components to provide a total compensation comparison with the identified target market and provide recommendations based on data.
- Create and propose a classification structure with recommendations for assignment for all positions within this structure commensurate with level of complexity, responsibility, knowledge, skills, and abilities, and/or other compensable factors. Provide knowledge, skills,

and abilities and/or other compensable factors. Provide implementation plan, process outline, and materials/guidance documents for future internal administration.

- Identify comparable organizations and competitive labor market comparisons for position classifications and conduct a full compensation survey complete with recommendations and cost of implementation.
- Analyze existing compensation, identify recommendations for review and propose implementation methods to address issues/concerns.
- Recommend compensation levels, range spread, and range placement for positions based on market survey and internal analysis.
- Provide alternative methods to address internal inequities, pay compression, retention, hard-to-fill positions, and market adjustments.
- Present rationale for recommendations in written report and present new compensation plan and implementation plan. (Prepare and present an analysis outlining the fiscal impact of recommendations).
- Develop employee communications plan to explain the process and implementation of recommendations.
- Work with the Human Resources Director, Council Members, Commissioners, and other key staff in implementing the plan and strategies to maintain the program in the future.
- Serve as a resource for the Human Resources Department for compensation requests such as position classification, equity adjustments, and hiring salaries during the project.

TIMELINE

- **Proposals must be received by 8:30 a.m. Monday, September 20, 2021.**
PROPOSALS SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED.
- Project completed by June 1, 2022 before Budget Workshops

SPECIFICATIONS

Bidders are requested to present the following information which will be utilized in the Committees evaluation of RFP responses:

- Provide name and contact information
- Location of the office from which the work is to be done and the number of professional staff employed at that office.
- Detail the scope of services your company would offer and how your firm would accomplish the work described.
- Provide a brief overview of your firm and how it differs from your competitors.
- Provide the name and contact information of the primary contact, as well as other key consulting staff who will be assigned to our account. Describe their relevant work experience, credentials, and the role they will play on our account.
- Outline your ability to provide expertise and experience in the areas of compensation plan analysis and design, especially for local government entities.
- Description of the approach and plan for performing services outlined in the Scope of Work (see above), including:

- Statement of Methods and Procedures – a detailed description of the plan for accomplishing the work including approach, methodology, and procedures used to gather the data analysis findings and develop recommendations. If the consultant has a pre-designed system, provide a description of the job analysis or compensation methodology.
- Content of Work Product – describe how the work product will be presented upon completion. Provide a sample of how the information will be presented or a copy of a previously completed similar study. Include information that the County will be expected to provide to enable the work to commence.
- Work Schedule – provide a timeline indicating the status/completion dates and indicate key tasks/milestones for implementation of the proposed plan.
- Provide at least three references of equivalent clients (similar employee size, industry (government), and complexity). Include the contact name, address, phone number, email, and the number of years you have provided consulting services to this client.
- Please indicate any other services, capabilities, designations, or experience that differentiates your organization from the competition.
- What types of Subject Matter Experts do you have and what types of services do they provide?
- Fee Schedule – provide a detailed fee schedule outlining the services as presented in your proposal. If the proposal includes any expenses to be billed separately from professional fees, provide a detailed estimate of such expenses.
- Proposed process of a Total Compensation Comparison to include a review of key benefit program comparisons with the recommended target market.
- A sample contract requested to be used, if selected, by the County. Boone County reserves the right to require its own contract or contract terms including, without limitation, terms generally used by Boone County or required by Indiana or Federal law, or otherwise protective of Boone County or that which is deemed helpful.

SUBMITTAL GUIDELINES

Proposal Content: The bidder is responsible for providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the County may request firms to answer further questions about their proposal. Boone County has the right to select any proposal it may choose or none at all in its sole discretion based on any requirements it chooses.

This request for proposal (RFP) is issued by the County. All proposals should be delivered to:

Boone County, Attention: Megan Smith
Human Resources Director
116 W. Washington Street RM 103
Lebanon, Indiana 46052
or delivered electronically to megsmith@co.boone.in.us

Mailed and delivered proposals shall be delivered in sealed envelopes marked on outside of package, and emailed proposals shall be delivered with subject line as follows: 2021 Compensation Study RFP.

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RIGHT TO REJECT PROPOSALS

The County reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All reports rendered to the County shall be the exclusive property of the County.

PROFESSIONAL LIABILITY INSURANCE

Coverages of no less than \$1,000,000 per occurrence, \$1,000,000 aggregate; professional liability insurance \$1,000,000 per loss, \$2,000,000 aggregate, worker's compensation, and employer's liability insurance, if applicable. A certificate evidencing such coverage shall be provided to the County, if requested.

TERMINATION

The County reserves the right to cancel the whole or any part of a contract issued in response to this RFP due to failure of the Contractor to carry out any term, promise, or condition of the contract. The County will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract. Termination without cause will be 30-days' notice by either party, at any time, and contract will be on year-to-year automatic renewal basis.

NOT A CONTRACT

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.

Publish two times each in the Indianapolis Star, Lebanon Reporter/Zionsville Sentinel on August 19 and September 2, 2021.